

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

TRIS Users Group

83-5018

STAT ^M : <input type="text"/>		EXTENSION	NO.
STAT Director of Information Services 1206 Ames		<input type="text"/>	DATE 29 NOV 1983
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. STAT EO/DDA	29 NOV 1983	21/n	R
2. STAT			
3. ADDA		30 NOV 1983	J
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5. DDA			
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3 + 5
Recommend
as principal and attempt to
be selected by him.
R

The attached announces the establishment of the TRIS Users Group and asks that a representative from each Directorate and the DCI area be named to the Group.

The purpose of the Group is to ensure that all Agency components have a say as to what the final TRIS product will look like.

83-5018

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OIS Registry

83-761

29 NOV 1983

83-5018

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI

STAT FROM:
Director of Information Services

SUBJECT: TRIS Users Group

1. The Office of Information Services (OIS) is developing an ADP system called The Records Information System (TRIS). TRIS will be an Agency-wide, compartmented system that will provide for the control of records from the time they enter the system until they are either destroyed or, when national security considerations permit, transferred to the National Archives and Records Service. One of the primary benefits of TRIS will be the capability for data sharing among registries (on a need-to-know basis) and the resulting elimination of the large amount of redundant data currently being captured by stand-alone systems. The primary users will be registry personnel, records management officers, Top Secret control officers, and other personnel engaged in records and information management and document and information security.

2. To ensure that the requirements of all potential TRIS users are taken into account, a TRIS Users Group is being established. The Group will be responsible for reviewing TRIS requirements and manuals that are being prepared by OIS. Its main functions will be to validate the individual requirements of each participating component, to resolve conflicting requirements, and to ensure that all appropriate requirements and capabilities have been included. The Group also will be responsible for initiating user testing and for the ultimate user acceptance of the system.

3. Because Agency-wide participation is essential, I ask that each of you name an individual to participate in this Group. Because aspects of TRIS go well beyond registry-type activities, I suggest that the representative you nominate have extensive records management experience.

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4. Please send us the name of your representative, and an alternate, by 30 December 1983. Specific questions regarding the TRIS Users Group and its functions should be directed to

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ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number,		Initials	Date
1.			
2.			
3.			
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5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*Pls prepare a short
memo identifying [redacted]
[redacted] as DDA Rep
for Mr Fitz's signature
and send on in with
this*

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date

30 Nov 83

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ICO/MS	<i>EC</i>	11/30/83
2.	EO/DDA	<i>R</i>	30 NOV 1983
3.	ADDA	<i>K</i>	1
4.	DDA		
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1 to 2: I nominated [] as my alternate because she is heavily involved in all aspects of Records Management and in the near future, will be using existing TRIS subsystems. Her contribution as a user will be very valuable to the future development of TRIS. Also, she is located in Rosslyn and can readily participate with OIS when I cannot make it []

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